



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

II. PSAT 8/9 ADMINISTRATION

- A. District secondary schools are to administer the PSAT 8/9 on Wednesday, October 16, 2019.
 1. District funds support the administration of the PSAT 8/9 to all 8th and 9th grade students.
 2. Each secondary school that serves 8th and 9th graders must place its PSAT 8/9 order online by Thursday, September 19, 2019. See 2019 PSAT 8/9 Schedule, (Attachment A).
 3. Students who take the PSAT 8/9 can link their College Board PSAT 8/9 account with the Khan Academy at <https://www.khanacademy.org/sat> and receive free, official SAT practice. For additional information regarding the benefits of the PSAT 8/9, refer to Attachment B.

- B. The PSAT 8/9 is part of a comprehensive College Board assessment program that offers a valuable array of free services for students, parents/families and educators.
 1. PSAT 8/9 enables students and parents/families to:
 - a. receive an earlier and better gauge of students' post-secondary preparation.
 - b. adjust students' schedules based on data.
 - c. prepare for the SAT.
 - d. access tools and resources critical to college and career planning, e.g., BigFuture at <https://bigfuture.collegeboard.org/>.
 - e. receive information from colleges (Student Search Service).
 2. PSAT 8/9 provides secondary school staff with access to reports, such as:
 - a. AP Potential
 - i. This is a research-driven, free web-based tool, which supports increased access to AP by enabling schools to generate lists of students who are likely to score a 3 or higher on a given AP exam based on their performance on the PSAT. Research indicates PSAT scores are stronger predictors of students' AP exam grades than high school grades in previous same-discipline course work.
 - ii. AP Potential results only account for some factors that contribute to a student's AP exam results and, therefore, should not be used to discourage a motivated student from enrolling in an AP course.
 - b. College Board Assessment Reporting
 - i. A school's Assessment Reporting Summary is available online at <https://k12reports.collegeboard.org/login> in December.
 - ii. The online Assessment Reporting Summary allows school staff to take a closer, detailed look at students' academic skills by analyzing student performance on each PSAT 8/9 test question.



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- responsible for reading it in its entirety.
 - 2. A print copy of the manual is included with the test book shipment.
- B. Each secondary school must adhere to all PSAT 8/9 testing requirements:
- 1. All students must test at the same time in the morning.
 - 2. Testing must be completed prior to lunchtime. (It is not permissible to break for lunch and then resume testing.)
 - 3. Testing any other time of day is not permitted.
 - 4. The PSAT 8/9 administration is approximately 3 hours and 15 minutes, which includes time for pre-administration activities and scheduled breaks.
 - a. Actual test is 2 hours and 35 minutes, including 10 minutes of scheduled breaks.
 - b. Pre-administration activities, such as seating students, handing out tests and answer sheets and capturing demographic information will take approximately 40 minutes.
- C. Proctor's Responsibilities
- 1. Proctors are responsible for conducting a secure, valid administration.
 - 2. Each testing room requires one proctor.
 - 3. Proctors are responsible for everyone in the testing room and everything that takes place there. i.e., accounting for all testing materials, conducting the testing and monitoring students to ensure fair administration.
 - 4. Proctors should be certificated staff.
- D. Hall or Room Monitors
- 1. Monitors do not administer the test but assist PSAT 8/9 coordinator and proctors with test administration duties, e.g., setting up testing areas, monitoring testing and checking hallways during testing.
 - 2. Monitors may be classified staff members who have been trained to help the coordinator and the proctors.
 - 3. Number of room monitors is dependent on the number of students in the testing room.

V. POST-ADMINISTRATION ACTIVITIES

- A. The deadline to return the PSAT 8/9 answer sheets is Thursday, October 17, 2019.
- B. Invoice Review
 - 1. In early December, the College Board uploads the actual number of answer sheets received for the grade indicated. (A school's PSAT 8/9 invoice is based on the grade level information included on submitted answer sheets.)
 - 2. The PSAT 8/9 coordinator must click this link [Invoice Review](#) or log in at



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- <https://account.collegeboard.org/login/login> to verify accuracy.
3. After verifying all your school's PSAT 8/9 information on the online ordering portal, print either the District PSAT 8/9 Invoice Verification Form (Attachment E) or a printed copy of the completed College Board Invoice Summary Report (if provided).
 4. Deadline to complete the PSAT 8/9 Invoice Review will be early January 2020. Schools that do not adhere to this deadline will assume full responsibility for student PSAT 8/9 fees.
 5. Even if the PSAT 8/9 coordinator does not receive an alert, it is the coordinator's responsibility to review the invoice prior to the final invoice being produced.
- C. After generating the school's final College Board PSAT 8/9 Invoice Summary Report (official online report) or the District PSAT 8/9 Invoice Verification Form, the PSAT 8/9 coordinator submits to the school Financial Manager one copy of the 2019 District PSAT 8/9 Invoice Verification Form or the College Board PSAT 8/9 Invoice Summary Report (official online report). This copy should be maintained for audit purposes. See Sample, Attachment E.
- D. To ensure the payment of PSAT 8/9 testing fees, there are a number of required documents that must be emailed or faxed to the attention of Marie Danila at marie.danila@lausd.net or (213) 241-8977 (fax) by the deadline of Thursday, March 12, 2020 (noon). The required PSAT 8/9 documents (original plus two copies of each) include:
1. College Board PSAT 8/9 Invoice Summary Report (official online report) or the District PSAT 8/9 Invoice Verification Form.
 - a. The school's submitted PSAT 8/9 form should include: school name, school code, PSAT 8/9 coordinator's name and title, District e-mail and phone number.
 - b. It should also include the original signature (blue ink) of the PSAT 8/9 coordinator.
 2. PSAT 8/9 Coordinator Checklist, verified and signed by the principal (Attachment F)
 3. PSAT 8/9 Coordinator Certification Form (Attachment G)
 4. PSAT 8/9 Proctor Certification Form (Attachment G-1)
 5. PSAT 8/9 Proctor Compensation List (Attachment H), signed by the principal
 6. PSAT 8/9 Online Training Certificate of Completion or any document that verifies completion of PSAT 8/9 online training
- E. PSAT 8/9 Payment
1. As soon as all required documents from a secondary school is received, including its 2019 PSAT 8/9 invoice, the PSAT 8/9 payment process for a



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MEMORANDUM**

- school is complete.
2. Payment of PSAT 8/9 fees (8th and 9th) for all LAUSD schools is issued centrally. (District funds cover 8th and 9th grade fees.)
 3. PSAT 8/9 documents and/or payment received **after** Thursday, March 12, 2020 will **not** be processed, resulting in the school assuming responsibility for **all** fees.
 4. School Records. For auditing purposes, the PSAT 8/9 coordinator (school staff member responsible for 2019 PSAT 8/9 administration) must maintain a copy of all documents.

**RELATED
RESOURCES:**

College Board Resources and Support:

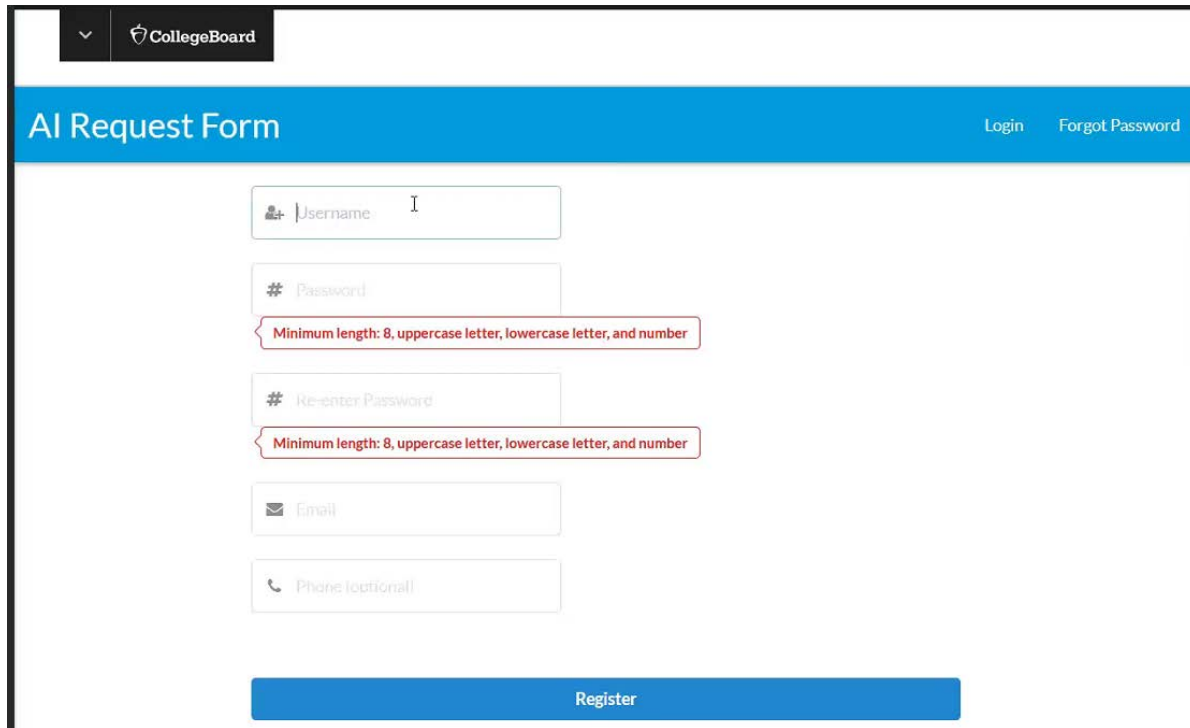
Educator Hotline for Schools	Phone: (888) 477-7728 (Educator Hotline) Email: psat8/9@info.collegeboard.org
Services for Students with Disabilities	Phone (844) 255-7728 Email: www.collegeboard.com/ssd
Hours: 8:00 a.m. to 8:00 p.m., ET, M-F (busiest between 11:30 a.m. and 1:00 p.m.) 7:00 a.m. to 8:00 p.m., ET, Wednesday, October 10, 2019	

ASSISTANCE:

Contact Advanced Learning Options staff:

- Arzie Galvez, Director, at (213) 241-8220 or arzie.galvez@lausd.net.
- Marie Danila, Administrative Secretary, at (213) 241-8220 or marie.danila@lausd.net.

2. Create your username, password, include your email address, and optional phone number.

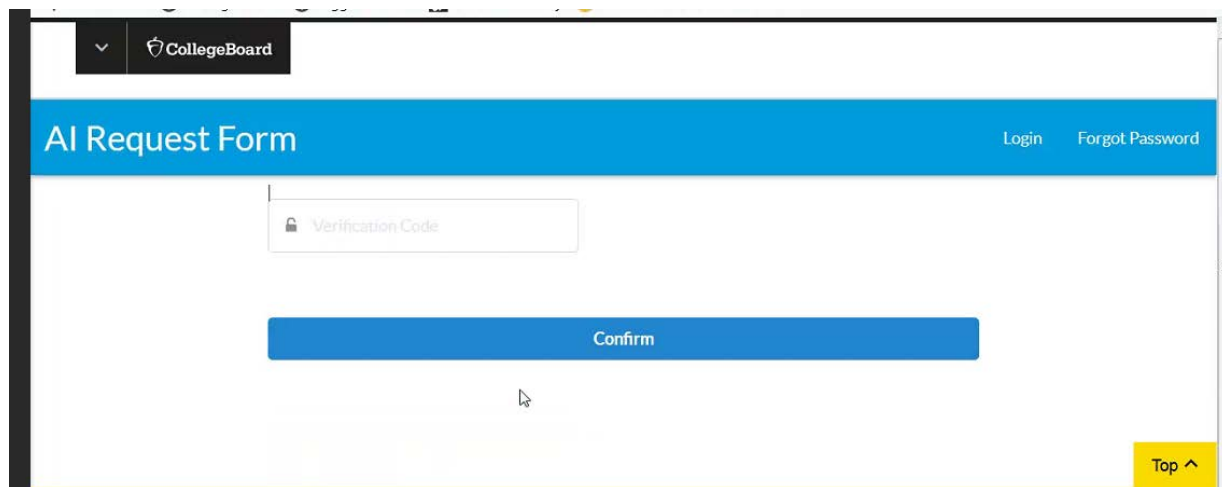


The screenshot shows the CollegeBoard AI Request Form registration page. The header includes the CollegeBoard logo and navigation links for 'Login' and 'Forgot Password'. The form contains the following fields:

- Username:** A text input field with a cursor.
- Password:** A password input field with a strength indicator: "Minimum length: 8, uppercase letter, lowercase letter, and number".
- Re-enter Password:** A second password input field with the same strength indicator.
- Email:** An email input field with an envelope icon.
- Phone (optional):** A phone number input field with a telephone icon.

A blue "Register" button is located at the bottom of the form.

3. You will immediately receive an email with a verification code. The email will come from **no-reply@verificationemail.com**.
4. Input the verification code you received.



The screenshot shows the CollegeBoard AI Request Form verification page. The header is identical to the registration page. The form contains a single field:

- Verification Code:** A text input field with a lock icon.

A blue "Confirm" button is located below the field. A yellow "Top ^" button is visible in the bottom right corner.

5. Type in the username and password you created and **click Login**.

The screenshot shows the 'AI Request Form' login page. At the top left, there is a CollegeBoard logo. The page title is 'AI Request Form'. On the right side of the header, there are links for 'Sign Up' and 'Forgot Password'. The main form area contains two input fields: the first is for the username, with 'philliprkoch' entered, and the second is for the password, with a placeholder 'Password'. Below the password field is a link for 'Forgot Password?'. A central box contains three buttons: a blue 'Login' button, a white 'OR' button, and a black 'Sign Up Now' button. In the bottom right corner, there is a yellow 'Top ^' button.

6. You will be directed to the search page. At the bottom of the search page **click Skip Search and Start an AI Request.**

The screenshot shows the 'AI Request Form' search page. At the top, there is a navigation bar with links for 'Home', 'Log Out', 'My Profile', 'Setting Status', 'Suggested Sites', 'Request Status', and 'Complete Search Request'. Below the navigation bar, a blue header reads 'AI Request Form'. The main content area contains the following text: 'Before creating request, you can search to see if your school already has the AI code. If you did not find your school, or you try to setup an International School, you can start a new AI request.' Below this text are several input fields: 'BURKE HS (1861201)', '14655 RAYEN ST. #19', 'PANORAMA CITY', '★ 2 Letter State Code (required)' (with a red 'Required' callout), '91402', and 'NCES ID'. At the bottom of the form are two blue buttons: 'Search' and 'Skip Search and Start Ai Request'.

7. Type in your school name and click create a new school.

The screenshot shows the 'AI Request Form' page with the 'Create a new School' button highlighted. The page header is 'AI Request Form'. The main content area contains the following text: 'Before creating request, you can search to see if your school already has the AI code. If you did not find your school, or you try to setup an International School, you can start a new AI request.' Below this text is a search input field containing '★ CAL BURKE HIGH SCHOOL|'. At the bottom of the form is a large blue button labeled 'Create a new School'. In the bottom right corner, there is a yellow button labeled 'Top ^'.

8. At the top of the next screen, be sure to select the appropriate school type, and select the option that says, **I want to become a score recipient and administer assessments.**

The screenshot shows the 'AI Request Form' interface. At the top, there are radio buttons for 'School Type and Request Level': 'High School' (selected), 'Middle School', and 'I want to become a score recipient'. Below this, there is a checkbox labeled 'I want to become a score recipient and administer assessments' which is checked. The 'School Name' field contains 'CAL BURKE HIGH SCHOOL'. The form is divided into two columns for 'Shipping Address' and 'Mailing Address (if different from shipping)'. Each column has three address fields (Address 1, Address 2, Address 3) and a 'City' field. A note below each address field states 'P.O. Box addresses are not acceptable'. The 'Country' field is set to 'Canada'.

9. You will be asked a series of questions. Do not use any abbreviations as this will cause errors in your assessment data ordering and reporting. Answer all questions. Leave no question blank as doing so will cause significant delays in your request being processed and will likely cause your request to be cancelled.
10. Once you've answered all questions, you will be able to hit the submit button.
11. You will see evidence of your submission on the home page. It is here where you will be able to log back in and see the status of your request.

The screenshot shows the 'AI Request Form' home page. The user is logged in as 'philliprkoch'. The page displays the school name 'CAL BURKE HIGH SCHOOL' and its creation and last update dates (12/10/2018). The status is 'Started - not submitted yet'. There is an 'Update and Re-submit' button. The 'Supporting Materials' section has an 'Add Document' button. The 'Request Submit History' section shows a submission on 12/10/2018 at 3:12:15 PM with a 'View' link. At the bottom, there is a 'Search or Start new Request' button and a 'Top ^' link.

For assistance or for updates, contact ETS Code Control at codecontrol@ets.org or 609/771-7091.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT D

SCHOOL LETTERHEAD

<insert date>

Dear Parent or Guardian:

We are pleased to announce that on Wednesday, October 16, 2019, <insert school name> will administer the PSAT 8/9 to **all <grade>** students. The PSAT 8/9, which is tightly aligned with SAT and PSAT/NMSQT, establishes a baseline for college and career readiness. The PSAT 8/9 will support all students with early feedback on the skills and knowledge that matter most for college and career success. Every student who takes the PSAT 8/9 will get a personalized online score report. This report includes detailed information about your child's strengths and areas for growth, identifying where they excel and where they can get better to be ready for college.

The PSAT 8/9 can also help students explore college majors and careers that align with personal interests with Roadmap to Careers, a unique online tool created by RoadTrip Nation and the makers of the test. The tool connects students to potential careers based on the things they are interested in. Your child's PSAT 8/9 report can even show specific AP courses they have the potential to do well in during high school. Taking even one AP class is a great way for them to show potential colleges what they can do. In addition, knowing where they excel and what skills they should work on can help them with high school course selection.

Should you have any questions about PSAT 8/9, please contact your child's counselor.

Sincerely,

Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ANEXO D

MEMEBRETE DE LA ESCUELA

<insertar fecha>

Estimado padre o tutor:

Nos complace anunciar que el miércoles 16 de octubre de 2019, <insertar nombre de la escuela> administrará el PSAT 8/9 a **todos los** estudiantes del <grado>. El PSAT 8/9, que está estrechamente alineado con el SAT y el PSAT/NMSQT, establece una línea de base para la preparación universitaria y una carrera profesional. El PSAT 8/9 apoyará a todos los estudiantes con comentarios iniciales sobre el conocimiento y las habilidades más importantes para el éxito universitario y profesional. Todos los estudiantes que tomen el PSAT 8/9 obtendrán un reporte personalizado en línea de su puntaje. Este reporte incluye información detallada sobre las fortalezas y áreas de crecimiento de su hijo/a, identificando dónde sobresalen y dónde pueden mejorar para estar listos para la universidad.

El PSAT 8/9 también puede ayudar a los estudiantes a explorar carreras universitarias y carreras que se alinean con los intereses personales con Roadmap to Careers, una herramienta en línea única creada por RoadTrip Nation y los creadores de la prueba. La herramienta conecta a los estudiantes con posibles carreras basadas en las cosas que les interesan. El reporte del PSAT 8/9 de su hijo puede mostrar incluso cursos específicos de AP en los que tienen posibilidades de obtener buenos resultados durante la escuela preparatoria. Tomar hasta una clase de AP es una excelente manera de mostrarles a las universidades potenciales lo que pueden hacer. Además, saber dónde sobresalen y en qué habilidades deberían trabajar puede ayudarlos con la selección de cursos de la escuela preparatoria.

Si tienen alguna pregunta sobre el PSAT 8/9, comuníquese con el consejero de su hijo/a.

Atentamente,

Director de la Escuela



SAMPLE

PSAT 8/9
 CUSTOMER #: AI051020
 12192 COLLECTION CENTER DRIVE
 CHICAGO, IL 60693

888-477-7728

INVOICE #: 391929025B
 P.O. #:
 DATE : 07/12/2019
 TERMS : NET 30 DAYS

BILL TO: LAUSD
 ACCOUNTS PAYABLE
 PO BOX 54306
 LOS ANGELES CA 30054

CONTACT:

PLEASE RETURN BOTTOM PORTION OF INVOICE WITH CHECK PAYABLE TO: **College Entrance Examination Board**
 WRITE SCHOOL CODE AND INVOICE NUMBER ON CHECK AND SEND TO THE ADDRESS ABOVE.

PSAT 8/9 (Feb. - Mar. 2019 admin)

SCHOOL CODE 051020 - LAUSD

TOTAL INVOICED	\$	2,772.00	(INVOICE DETAILS ON NEXT PAGE)
PAYMENTS/REFUNDS TO DATE	\$	0.00	
TOTAL DUE	\$	2,772.00	

PAYMENT/REFUND HISTORY FOR THIS INVOICE

RETURN THIS PORTION WITH YOUR CHECK

PSAT 8/9 (Feb. - Mar. 2019 admin)

SCHOOL CODE 051020 - LAUSD

LAUSD
 ACCOUNTS PAYABLE
 PO BOX 54306
 LOS ANGELES CA 30054

CUSTOMER #: AI051020
 INVOICE #: 391929025B
 P.O. #:
 DATE : 07/12/2019
 TERMS : NET 30 DAYS

RETURN TO: PSAT 8/9
 12192 COLLECTION CENTER DRIVE
 CHICAGO, IL 60693

PLEASE PAY THIS AMOUNT: \$ 2,772.00

WRITE SCHOOL CODE AND INVOICE NUMBER ON CHECK AND SEND TO THE ADDRESS ABOVE.

PSAT 8/9 (Feb. - Mar. 2019 admin)

SCHOOL CODE 051020 - LAUSD

INVOICE DETAILS:

Standard and nonstandard tests ordered	A 285
Grade 9	285
Standard tests loaned to other school(s), if applicable	B 0
Schools loaned to	
Total number of test books (A-B)	C 285
Total number of students tested	D 252
9th grade tested	248
8th grade tested	1
Other grade tested	3
Students tested at your school covered by district/state contracts	E 0
Total number of students exempt from school's bill (E)	F 0
Total number of students for whom fees are included (D-F)	G 252
Number of billable unused tests	H 33
[Excludes grade(s) covered by a contract]	
Free billable unused tests [20% or a minimum of 10 free for grade(s) not covered by a contract]	I 57
Over order fee ((H-I) x \$4.00)	J \$0.00
Total fees for students (does not reflect pricing for EPP contracts) (G x \$11.00)	K \$2772.00
School Subtotal	\$2772.00
Final amount billed to school	\$2772.00

Los Angeles Unified School District
 Division of Instruction
Advanced Learning Options

PSAT 8/9 Coordinator Verification Checklist

Instructions: To receive compensation for supplemental responsibilities related to the administration of PSAT 8/9 at your school site, please submit this form, signed and verified by you and the principal, to Marie Danila either by email, marie.danila@lausd.net, or fax, (213) 241-8977.

PRINT

School:		Local District	
Six Digit AI Code:		# of tests ordered	
Principal:		# of 11 th graders tested:	
PSAT 8/9 Coordinator:		Principal's email:	
		Coordinator's email	
		Coordinator's direct phone #:	

Indicate response with initial		ACTION ITEM
Yes	No	
		PSAT 8/9 coordinator attended the PSAT 8/9 Coordinators' Work Session hosted by the Local District.
		PSAT 8/9 coordinator placed the PSAT 8/9 test order by the ordering deadlines as established by College Board and as agreed upon by the school's Local District.
		PSAT 8/9 coordinator successfully completed the mandatory online PSAT 8/9 Coordinator's training provided by the College Board. The Certificate of Completion is attached.
		PSAT 8/9 coordinator successfully managed the administration of the PSAT 8/9 administration. All test day irregularities were accurately reported to College Board / Education Testing Service (ETS) following all protocols.
		PSAT 8/9 coordinator successfully and followed up with College Board / Education Testing Service (ETS) regarding all post-test administration inquiries and correspondence. All future inquiries will be promptly addressed.
		PSAT 8/9 coordinator successfully submitted the invoice paperwork to Advanced Learning Options, meeting the required deadlines. The PSAT 8/9 Invoice is attached.
		PSAT 8/9 coordinator provided PSAT 8/9 test administration training support to all school site proctors.

Signature Verification: This is to verify that information provided for each statement above is accurate.

PSAT 8/9 Coordinator Signature	Date
Principal Signature	Date

ADVANCED LEARNING OPTIONS USE ONLY
(Maintain form for payroll audit purposes)

Last	First	MI	
Employee Name (print):			Employee Number
Amount Compensated:			Date Payroll Entered:

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

FEDERAL AND STATE CATEGORICAL FUNDED CERTIFICATION
(Training or Occasional Assignments)

TYPE OF PAYMENT: STIPEND (\$_____)

DATE(S) WORKED (Initial the date of each activity completed as PSAT 8/9 coordinator):

Initials	Date	Activity
	08/28/19-09/09/19	Local District PSAT 8/9 Coordinator Work Session
	09/19/19	Ordered PSAT 8/9
	09/16/19-10/11/19	Trained PSAT 8/9 Proctors
		Verified, Adjusted (if applicable) and Printed PSAT 8/9 Invoice

Fiscal Year: 2019-2020

Description of Activity: *PSAT 8/9 ADMINISTRATION, INCLUDING PRE AND POST TASKS*

School:		Local District:	
Facilitator (Principal's Name):			
	LAST	FIRST	
PSAT 8/9 Coordinator Name:			
	LAST	FIRST	
Employee No.		Employee Email Address:	

I hereby certify that I was funded solely (100%) from the above program funds and performed work as set forth on this program(s), single cost objective or single indirect cost activity.

Employee Signature

Date

NOTE: Attachment G must include employee name, employee number, employee email, signature, date of PSAT 8/9 administration. It should also include the school name, principal name, and local district. Program Codes provided by Advanced Learning Options (ALO). Email or fax **Attachment G and** signed/approved **PSAT 8/9 Coordinator Checklist, including Certificate of Completion of Training**, to Marie Danila at marie.danila@lausd.net or (213) 241-8977. Should you have questions, please call (213) 241-8220.

THE SECTION BELOW IS FOR ADVANCED LEARNING OPTIONS (ALO) USE ONLY				
Approved by:		Date:		
CATEGORICAL FUNDING:				
Program Code(s):				
	LOCATION	FUND	FUNCTIONAL AREA	FISCAL INITIAL

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

FEDERAL AND STATE CATEGORICAL FUNDED CERTIFICATION
(Training or Occasional Assignments)

TYPE OF PAYMENT: SAXB-REGULAR RATE Hours worked: _____

DATE(S) WORKED (Initial Date of PSAT 8/9 Administration):

Initials	PSAT 8/9 Administration
	Wednesday, October 16, 2019

Fiscal Year: 2019-2020

Description of Activity: *PSAT 8/9 ADMINISTRATION (Tasks performed outside workday or during personal planning or lunch as a PSAT 8/9 Proctor.)*

School:		Local District:	
Facilitator (Principal's Name):			
	LAST	FIRST	
PSAT 8/9 Proctor's Name:			
	LAST	FIRST	
Employee No.		Employee Email Address:	

I hereby certify that I was funded solely (100%) from the above program funds and performed work as set forth on this program(s), single cost objective or single indirect cost activity.

Employee Signature

Date

NOTE: Attachment G-1 must include employee name, employee number, employee email, signature, date of PSAT 8/9 administration. It should also include the school name, principal name, and local district. Payroll will be reported by Advanced Learning Options (ALO). Principal or PSAT 8/9 coordinator must email or fax all completed **Attachment G-1** forms **with the school's PSAT 8/9 Proctor Compensation List**, to Marie Danila at marie.danila@lausd.net or (213) 241-8977. Should you have questions, please call (213) 241-8220.

<i>THE SECTION BELOW IS FOR ADVANCED LEARNING OPTIONS (ALO) USE ONLY</i>				
Approved by:		Date:		
CATEGORICAL FUNDING:				
Program Code(s):				
	LOCATION	FUND	FUNCTIONAL AREA	FISCAL INITIAL

